

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

*Travel 6*

October 6, 1971

CIRCULAR NO. A-7

Revised

Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Standardized Government Travel Regulations

1. Purpose. This Transmittal Memorandum suspends the effective date of certain revisions of the Standardized Government Travel Regulations issued August 17, 1971, to be effective October 10, 1971. The revisions suspended concern mileage rates for reimbursement of employees who use their privately owned conveyances on official Government business and the computation of travel per diem to the extent that those revisions would increase the amounts paid to employees above the amounts paid prior to August 15, 1971.

2. Effect on prior regulations. In view of the freeze on wages and prices announced by the President August 15, 1971, those provisions of the revised regulations which would increase reimbursements to employees for the costs of official travel without a corresponding increase in direct travel costs must be delayed until such time as those allowances will not be contrary to the economic policies of the Administration. The effect of this suspension is to continue beyond October 10, 1971, and until further notice, the corresponding provisions of the Standardized Government Travel Regulations in effect prior to August 15, 1971.

3. Specific provisions suspended.

a. The mileage rates prescribed in section 4 of the Standardized Government Travel Regulations, effective October 10, 1971, will not become effective until further notice to the extent that they increase mileage payments to employees. These rates include:

(1) The 11-cent rate fixed in 4.2a to the extent that a lower rate was in effect under agency regulations prior to August 15, 1971.

(2) The 11-cent rate fixed in 4.2c(1) and (2), in lieu of the 10-cent rate prescribed in the superseded 3.5c(1).

(3) The 9-cent rate fixed in 4.4b and the 5-cent rate fixed in 4.4c to the extent that payment at those rates would exceed the amount that would have been payable under agency regulations in effect prior to August 15, 1971.

b. New rules for computing reimbursement to employees for expenses incurred and for per diem entitlement as contained in the Standardized Government Travel Regulations, effective October 10, 1971, will not become effective to the extent that they increase the amount which would have been paid to the employee under the superseded Standardized Government Travel Regulations and agency implementing instructions effective prior to August 15, 1971. Provisions of the new regulations which may be involved are:

(1) Computation of per diem entitlements when the period of per diem entitlement is interrupted under the new rules prescribed in 6.5a.

(2) Beginning and ending of per diem entitlement when common carrier is used under the new rule prescribed in 6.6e.

4. Effective dates. This Transmittal Memorandum will be effective until revoked by notification from the Office of Management and Budget prior to October 21, 1971, or the General Services Administration on or after that date, pursuant to Executive Order 11609, July 22, 1971.

GEORGE P. SHULTZ  
DIRECTOR

(No. A-7)

Approved For Release 2002/10/30 : CIA-RDP84-00780R004400100002-3  
EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

August 17, 1971

CIRCULAR NO. A-7  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Standardized Government Travel Regulations

1. Purpose. This Circular promulgates attached revised Standardized Government Travel Regulations which apply to civilian officers and employees and other persons whose travel expenses are authorized under 5 U.S.C. 5701 - 5709. (Subchapter I of Chapter 57 of Title 5, U. S. Code).
2. Effect on prior regulations. This revision of the Circular replaces the revision dated January 28, 1965, and rescinds amendments contained in Transmittal Memorandums to the Circular.
3. Summary of changes. Attached is a summary of changes made by this revision.
4. Effective date. The amendments are effective on and after October 10, 1971. Under Executive Order No. 11609 of July 22, 1971, the Administrator of General Services was delegated the authority to prescribe standardized Government travel regulations. This delegation will become effective on October 21, 1971 and the regulations prescribed in this Circular will thereafter be subject to such modifications as may be made by the Administrator.

GEORGE P. SHULTZ  
DIRECTOR

Attachment

(No. A-7)

Attachment to  
CIRCULAR NO. A-7  
Revised

## SUMMARY OF CHANGES

### Section 1

1.1 Necessary citation changes.

1.2 Part of this provision now appears in 10.1.

1.3 The former 1.4.

1.4 The former 1.5.

1.5 Derived from 2.1a and b. Requirements with regard to administrative approval of specific expenses now appear in an expanded form in 1.5. Provision with respect to the specificity of travel authorizations has been reworded.

### Section 2

2.1 Part of the former 3.12.

2.2a Part of the former 3.1a with the addition of some clarifying wording.

2.2b New provision directing agencies to select most efficient and least costly methods of transportation. Also states requirement for expeditious travel from 5 U.S.C. 5733.

2.2c New provision specifically stating preference for common carrier transportation and for use of Government-owned automobiles when automobile travel is required. Contains the basis for agency decisions with respect to the method of transportation to be used.

2.2d New provision which specifically permits use of privately owned conveyances in lieu of another preferred method of transportation.

(No. A-7)

2.3a The former 3.1d.

2.3b The former 3.1c with wording change for clarity.

2.3c A part of the former 3.1b as amended by Transmittal Memorandum No. 7, April 7, 1967.

2.3d A part of the former 3.1b as amended by Transmittal Memorandum No. 7 with wording changes by this revision.

2.3e The part of the former 3.4a which was added by Transmittal Memorandum No. 8, May 31, 1968. Cautionary wording added.

2.4 Derived from the former 6.5b, incorporating that part of the former provision which concerned travel expenses.

2.5a The former 3.2.

2.5b The former 3.3.

2.6a The former 1.7 revised to reflect the broader view of official purpose with respect to the use of Government-owned vehicles which has been adopted by several agencies and approved by the General Accounting Office.

2.6b A new provision reflecting a recent change made by the Civil Service Commission in regulations relating to the persons who are required to have Government drivers' identification cards in order to operate Government-owned vehicles.

### Section 3

3.1a Derived from the former 3.4a no substantive change.

3.1b Derived from a part of the former 3.1b as amended by Transmittal Memorandum No. 7. No substantive change.

3.2a First paragraph of the former 3.4a as amended by Transmittal Memorandum No. 8.

(No. A-7)

3.2b The former 3.4b.

3.2c A new provision prohibiting payment by the Government of the collision damage waiver charge in connection with commercial automobile rentals.

3.2d The former 3.4d.

3.2e The former 3.4c with nonsubstantive wording change.

3.3a A combination of provisions in the former 3.6 which were all derived from the statutory limitations to use of lowest first-class travel accommodations.

3.3b The former 3.6a with a change to delete the reference to lower berth accommodations on trains which is obsolete.

3.3c The former 3.6b.

3.3d(1) Part of the former 3.6c(1).

3.3d(2) Part of the former 3.6c(1) including the amendment to that section made by Transmittal Memorandum No. 5, December 16, 1966.

3.3d(3) Part of the former 3.6c(1).

3.3d(4) Derived from the former 3.6c(2)(a). Changes required by other provisions of this revision.

3.3d(5) Derived from the former 3.6c(2)(b). Shortened and changed in keeping with the decrease in availability of propeller driven flights.

3.4a The former 3.8 shortened and changed as the result of other changes to the regulations. No change in benefits is intended.

3.4b(1) The former 3.9.

4

3.4b(2) A new provision to make it clear that employees may use group or charter arrangements for official travel if they are available. With regard to travel advances, see the revised 10.2b.

3.4c Derived from 3.6e. The provision has been shortened to eliminate unnecessary instructions. No change in benefits is intended.

3.5a The former 3.7.

3.5b The former 3.6c(4) reworded for clarity.

3.6a The former 12.11.

3.6b The former 3.10 with further explanation added regarding the meaning of the requirement that employees use American airplanes.

#### Section 4

4.1a Derived from the first part of 3.5c(1). Modified by deletion of maximum rates which are included elsewhere.

4.1b Part of the former 3.5c(1) revised to authorize computation of air mileage on the basis of flight time and cruising speed when flight does not involve direct travel between identifiable points.

4.1c Part of the former 3.5c(1).

4.2a New provision establishing 11 cents as the normal mileage rate for travel in the continental United States when advantage to the Government from use of a privately owned automobile is determined. Permits a high rate up to the statutory maximum to be used when an agency can show that such higher rate is justified.

4.2b Part of the former 3.5c(1) as amended by Transmittal Memorandum No. 6.

4.2c Part of the former 3.5c(1) as added by Transmittal Memorandum No. 7. Reworded to be consistent with the revised regulations to show that reimbursable costs for operating a privately owned automobile in addition to mileage are payable in connection with round trip travel to terminals provided taxi fare is not exceeded, and to increase the mileage rate to 11 cents.

4.3 That part of the former 3.5c(2) which was amended by Transmittal Memorandum No. 6. Reworded to provide that total allowance for actual travel (including per diem) will be limited by total constructive allowance (including per diem).

4.3a Part of the former 3.5c(2) (a).

4.3b Part of the former 3.5c(2) (a).

4.3c The former 3.5c(2) (b) reworded in accordance with the change in 4.3.

4.3d The former 3.5c(2) (c).

4.4a Derived from 3.5a as amended by Transmittal Memorandum No. 7. A provision added advising agencies to obtain commitments from employees who have extensive automobile travel requirements as to whether they will use Government or privately owned automobiles.

4.4b A new provision establishing 9 cents as the normal reimbursement rate when a privately owned vehicle is used in lieu of a Government-owned vehicle. Authorizes higher rates to be paid when justified. Also identifies payment which may be made in addition to mileage.

4.4c A new provision establishing 5 cents as the reimbursement rate when a privately owned vehicle is occasionally used in lieu of a Government-owned vehicle which the employee is committed to use. Rate may also be applied when because of availability of Government automobiles the agency



6

employee would not otherwise be authorized to use a privately owned conveyance.

4.4d A new provision which requires employee to state on his voucher that he is entitled to the higher rate authorized when he uses his privately owned automobile in lieu of a Government-owned automobile.

4.6 Derived from the former 3.5b as revised by Transmittal Memorandum No. 6. Provision has been reworded for clarity.

#### Section 5

5.1a The former 5.1.

5.1b Part of the former 5.2. Reworded for clarity.

5.2 Part of the former 5.2. Reworded for clarity.

5.3a Derived partly from the former 5.2. Contains an additional general rule with regard to paying cash for excess baggage charges.

5.3b The former 5.4.

5.3c The former 5.5.

5.3d The former 5.6.

5.4 The former 5.3.

5.5a Derived from the former 9.1 and 9.3. Provisions are combined and reworded as a result of the combining of the former sections 5 and 9.

5.5b Derived from the former 9.1 and 9.2. See explanation under 5.5a above.

5.5c Derived from the former 9.4 and 9.5. See explanation under 5.5a above.

(No. A-7)

## Section 6

6.1a A new provision distinguishing per diem and actual subsistence expense reimbursement authority. Added for clarity.

6.1b The former 6.1 with the addition of a sentence stating that lodging accommodations furnished with transportation should be considered in setting per diem rates.

6.2 The former 6.2b as amended by Transmittal Memorandum No. 9, November 10, 1969.

6.3a Derived from the former 6.2a. Reworded to stress the duty of each agency to set appropriate per diem rates based on the circumstances of the travel involved.

6.3b Derived from the former 6.2a. Some wording was eliminated as unnecessary in view of other revisions which have been made to the Circular.

6.3c A new provision prescribing the lodgings-plus system for use in connection with travel within the continental United States unless unusual circumstances justify establishment of a fixed per diem rate.

6.3d Derived from the former 6.2d. Provision has been revised to show that per diem rates should be fixed at a lower rate or should be reduced when employees incur lower costs due to extended periods of temporary duty. Deletion of the two months' provision is intended to remove the implication that an employee's per diem should not be reduced during the first two months at a temporary duty station.

6.3e A new provision which makes agencies which sponsor meetings or conventions responsible for recommending appropriate per diem.

6.4a The former 6.2c(5). Modified to define "duty point" in a more precise manner.

6.4b The former 6.2c(1)(2) and part of (3).

6.4c Part of the former 6.2c(3) modified for clarity.

6.4d The former 6.2c(4).

6.5a The former 6.3 divided into three separately identified provisions and modified to provide that a traveler is not deprived of per diem for nonworkdays by reason of his taking leave both before and after those nonworkdays unless the leave either before or after exceeds one-half of the duty hours of the day in question, to clarify the provision relating to leave taken within one day, and to provide that leave taken for part of a day which exceeds one-half of the duty hours will result in loss of one-half day's, instead of a full day's, subsistence. A new provision is added under which a part day's leave extending over two workdays may be disregarded for subsistence purposes.

6.5b The former 6.5 reorganized. Reference in former 6.5b to transportation expenses has been shifted to the new 2.4.

6.5c The former 6.4. Wording changed for clarity.

6.5d The former 6.10.

6.5e A new provision advising all agencies that per diem may be continued when employees are allowed rest periods in connection with travel between places of duty separated by several time zones.

6.6a The former 6.8 and 6.9b.

6.6b The former 6.2e. Reworded for clarity.

6.6c(1) First part of the former 6.9a as amended by Transmittal Memorandum No. 7.

6.6c(2) Last part of the former 6.9a as amended by Transmittal Memorandum No. 7. Reworded for clarity.

6.6c(3) The former 6.6.

6.6d The former 6.11 with a statement added regarding travel on change of official station.

6.6e Derived from the former 6.9c. Rule that per diem begins when the common carrier is scheduled to depart and ends when it arrives at the terminal has been deleted. Beginning and end of per diem entitlement will be determined by the time the employee leaves and returns to his home or office provided any departure within 30 minutes before the beginning of a quarter day or arrival within 30 minutes after the beginning of a quarter day will be explained.

6.6f The former 6.7.

## Section 7

7.1a First part of the former 6.12b(1).

7.1b The former 6.12b(2) as amended by Transmittal Memorandum No. 9.

7.1c The former 6.12b(3).

7.1d First part of former 6.12b(4).

7.1e Last part of the former 6.12b(4).

7.2 Derived from parts of the former 6.12b(1) and 6.12b(4).

7.3 The former 6.12c.

7.4a The former 6.12d(1).

7.4b The former 6.12d(5).

7.4c The former 6.12d(4).

7.4d The former 6.12d(3).

7.4e The former 6.12d(2)

7.4f The former 6.12e with minor addition to make this provision similar to the provision relating to per diem

(No. A-7)

10

7.5 The former 6.12f.

#### Section 8

8.1a Derived from the former 7.1. Coverage has been expanded to include telephone costs in keeping with the combining of the former sections 7 and 8.

8.1b The former 8.1

8.2a A part of the former 7.1 expanded to include all communications services.

8.2b The last part of the former 7.1 and the former 7.2.

8.3a The former 7.3.

8.3b The former 7.9.

8.4a The former 7.5 with change in reference to train rather than sleeping car accommodations.

8.4b The former 7.6 and 8.3 combined.

8.5 The former 7.4 and part of the former 8.2 combined.

8.6a The former 7.7.

8.6b The former 7.8.

8.6c The former 7.10.

8.6d The former 7.11.

8.7 The former 7.12.

#### Section 9

9.1a Part of the former 10.1.

9.1b The former 10.2.

(No. A-7)

9.1c The former 10.4 with an added statement of caution with respect to the cost of traveler's checks.

9.1d The former 10.5.

9.2 Part of the former 10.1.

9.3 The former 10.3.

#### Section 10

10.1 Derived from part of the former 1.2 with additional reference to include other sources of funds.

10.2a The former 4.1.

10.2b The former 4.2. Monetary limit on agency authority to require cash payment for transportation has been removed. Specific authority to pay cash when group or excursion tickets available only through travel agents are obtained has been added.

10.3a The former 13.1a. Reference to advance of funds for travel costs when cash payment is permitted has been added.

10.3b The former 13.1b.

10.3c The former 13.2.

10.3d The former 13.3.

10 4 The former 1.3. Revised to combine provisions dealing with excess and near excess currencies and to correct citation.

#### Section 11

11.1 New provision which recites the penalties prescribed for making fraudulent claims against the United States

11.2 The former 12.1.

12

11.3a The former 12.2a.

11.3b The former 12.2b.

11.3c The former 11.1. Reworded for clarity.

11.3d(1) The former 11.2.

11.3d(2) The former 11.3.

11.4 The former 12.3.

11.5a(1) The former 12.4a.

11.5a(2) The former 1.6.

11.5a(3) The former 12.6 A provision has been added with respect to recording leave taken.

11.5a(4) The former 12.4c.

11.5a(5) The former 12.4d.

11.5b(1) The former 12.4b with wording change required by other revisions.

11.5b(2) A new provision relating to actual subsistence expenses which is required by other revisions.

11.5c(1) The former 12.2c. A requirement for reporting the class of service used has been added.

11.5c(2) The former 12.2e.

11.5c(3) The former 12.4e.

11.5d The former 12.8.

11.5e(1) The former 12.10.

11.5e(2) The former 12.9.

11.5f The former 12.5.

11.6 Derived from the former 2.1a. Expanded to describe sections cited and to cover more completely those provisions which require a special authorization in agency regulations, the travel order, or reimbursement voucher.

11.7 The former 12.7.



STANDARDIZED  
GOVERNMENT TRAVEL REGULATIONS

As Revised Effective

October 10, 1971

Circular No. A-7, Revised

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

# TABLE OF CONTENTS

<u>Sec.</u>		<u>Page</u>
1.	<u>Applicability and General Rules</u>	
1.1	Applicability.....	1
1.2	Employee's obligation.....	1
1.3	Reimbursable expenses.....	1
1.4	Official station--post of duty.....	1
1.5	Authority for travel.....	1
2.	<u>Transportation Allowable</u>	
2.1	Expenses payable as transportation.....	3
2.2	Methods of transportation.....	3
2.3	Local transportation.....	5
2.4	Return to official station due to illness or injury.....	6
2.5	Routing of travel.....	6
2.6	Use of Government-owned vehicles.....	7
3.	<u>Use of Commercial Transportation</u>	
3.1	Taxis.....	8
3.2	Rental automobiles and special conveyances...	8
3.3	Class of service authorized.....	9
3.4	Special fares.....	12
3.5	Unused tickets or reservations.....	13
3.6	Use of American carriers.....	13
4.	<u>Reimbursement for Use of Privately Owned Conveyances</u>	
4.1	Basic rules.....	16
4.2	When use of privately owned conveyance is advantageous to the Government.....	17
4.3	When use of privately owned conveyance is in lieu of common carrier transportation...	18
4.4	When use of a privately owned conveyance is in lieu of a Government-owned automobile...	20
4.5	More than one person in conveyance.....	21
4.6	Actual expense basis.....	22
5.	<u>Baggage</u>	
5.1	Definitions.....	23
5.2	Authorization for excess baggage.....	23
5.3	Payment of costs for baggage.....	23

5.4	Stoppage in transit.....	24
5.5	Requirement for use of least costly means of shipment.....	24
6.	<u>Per Diem in Lieu of Actual Subsistence</u>	
6.1	Coverage.....	25
6.2	Maximum locality rates.....	25
6.3	Agency responsibility for prescribing individual rates.....	26
6.4	Rates en route outside continental United States.....	28
6.5	Interruptions of per diem entitlement.....	29
6.6	Per diem computation rules.....	32
7.	<u>Reimbursement of Actual Subsistence Expenses</u>	
7.1	Authorization or approval.....	34
7.2	Daily reimbursement.....	35
7.3	Agency reviews and administrative control....	35
7.4	Interruption of subsistence status.....	35
7.5	Evidence of actual expenses.....	36
8.	<u>Communications Services</u>	
8.1	Authorization.....	37
8.2	Type of service used.....	37
8.3	Requirements for written messages.....	37
8.4	Official purposes and personal business.....	38
8.5	Supporting statement .....	38
8.6	Charges for telegraph, cable and radio services.....	38
8.7	Priority of official messages.....	39
9.	<u>Miscellaneous Expenses</u>	
9.1	Expenses allowable.....	40
9.2	Payment to Government employees.....	41
9.3	Payment and reimbursements.....	41
10.	<u>Sources of Funds</u>	
10.1	Employee to provide funds.....	42
10.2	Common carrier transportation.....	42
10.3	Advance of funds.....	43
10.4	Use of foreign currencies.....	44

11.	<u>Claims for Reimbursement</u>	
11.1	Fraudulent claims.....	45
11.2	Records of travel and expenses.....	45
11.3	Travel vouchers and attachments.....	45
11.4	Submission of vouchers.....	47
11.5	Preparation of voucher.....	47
11.6	Administrative approvals.....	50
11.7	Suspension of charges.....	52

(No. A-7)

Secs. 1.1 - 1.5

ATTACHMENT A  
Circular No. A-7  
Revised

STANDARDIZED GOVERNMENT TRAVEL REGULATIONS  
As Revised Effective October 10, 1971

Section 1. APPLICABILITY AND GENERAL RULES

1.1 Applicability. These regulations are issued pursuant to authority vested in the Director, Office of Management and Budget, under 5 U.S.C. 5707 by Executive Order No. 11541, July 1, 1970. They apply to employees of the United States whose travel expenses are authorized under 5 U.S.C. 5701 - 5708. They also apply to travel expenses of persons employed intermittently as consultants or experts who receive compensation on a per diem when actually employed basis, and to persons serving without compensation, to the extent authorized under 5 U.S.C. 5703.

1.2 Employee's obligation. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

1.3 Reimbursable expenses. Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

1.4 Official station--post of duty. Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed, but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

1.5 Authority for travel. Except as otherwise provided by law all travel will be either authorized or approved by the

(No. A-7)

head of the agency or by an official to whom such authority has been delegated. Ordinarily an authorization will be issued prior to the incurrence of the expenses which specifies the travel to be performed as definitely as possible in the circumstances.

Secs. 2.1 - 2.2c(1)

3

## Section 2. TRANSPORTATION ALLOWABLE

2.1 Expenses payable as transportation. Transportation expenses which the Government may pay either directly or by reimbursement include fares, rental fees, mileage payments and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers; and other expenses set forth in Sections 2 through 5, 8 and 9.

2.2 Methods of transportation. a. Authorized methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subway, taxicabs, Government-owned and leased automobiles and airplanes, privately owned and rented automobiles and airplanes, and other necessary means of conveyance.

b. Selecting method of transportation to be used. Travel on official business should be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used consideration should be given to the total cost to the Government which will result, including costs of per diem, overtime, and lost work time as well as actual transportation costs. In that connection the provisions of 5 U.S.C. 5733 require that the travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel.

c. Presumptions as to most advantageous method of transportation. (1) Common carrier. Since travel by common carrier will generally result in the least costly and most expeditious performance of travel this method will be used unless the circumstances involved make travel by Government-owned vehicle, privately owned conveyance or

(No. A-7)

special conveyance preferred for reasons of cost, efficiency, or work requirements. The advantages which may result from common carrier transportation must be fully considered by the agency before it is determined that some other method of transportation should be used.

(2) Government-owned automobile. When it is determined that automobile travel is required in the circumstances involved a Government-owned automobile will be used unless travel by privately owned conveyance or special conveyance is preferred for reasons of cost, efficiency, or work requirements. Cost advantages which will normally result from use of Government-owned automobiles because such automobiles are operated at a relatively low cost must be fully considered; however, costs involved in using a Government-owned automobile will include any administrative cost and any costs associated with picking up and returning a Government automobile.

(3) Privately owned conveyance. A determination that use of a privately owned conveyance would be advantageous to the Government will normally be made when the use of a commercially rented conveyance would otherwise be authorized for the travel involved. A determination that use of privately owned conveyance would be advantageous to the Government must be preceded by determinations that both common carrier and Government-owned vehicle transportation are not feasible in the circumstances or that transportation by those means would be more costly to the Government. Those determinations will be based on both the direct transportation costs and the economies which result from the more expeditious and effective performance of Government business through the use of one or another method of transportation. Also, for consideration in making such determinations are the total distance of travel, the number of points visited and the number of travelers.

(4) Special conveyance. Commercially rented vehicles and other special conveyances will be used only when it is determined that use of the other methods of transportation discussed in 2.2c will not be more advantageous to the Government. In the selection of commercially rented



vehicles first consideration should be given to those available under General Services Administration supply contracts.

d. Permissive use of privately owned conveyance. When an employee wishes to use a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business although not determined to be advantageous to the Government under 2.2c(3) such use may be authorized or approved provided reimbursement will be limited in accordance with the provisions of section 4.

2.3 Local transportation. a. To, from and between places of work. Transportation by bus or streetcar between places of business at an official station or a temporary duty station, and between places of lodging and place of business at a temporary duty station, will be allowed as a transportation expense. (Concerning transportation by taxicab between such places, see 3.1).

b. To places where meals are obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel should accompany the travel voucher.

c. To and from carrier terminals. Reimbursement will be allowed for the usual taxicab and airport limousine fares, when appropriate, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier or other terminal, or between an airport and airport limousine terminal. However, an agency should, when appropriate, restrict the use of taxicabs hereunder or place a monetary limit on the amount of taxicab reimbursement when suitable Government or common carrier transportation service, including airport limousine service, is available for all or a part of the distance involved.

(No. A-7)

d. Between residence and office on day travel is performed. Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his office on the day he departs from his office on an official trip requiring at least one night's lodging and from his office to his home on the day he returns to his office from the trip in addition to taxi fares for travel between office and carrier terminal.

e. Between residence and office in cases of necessity. Incident to the conduct of official business at an employee's designated post of duty, reimbursement for the usual taxicab fares paid by an employee for travel between his office and home may be authorized or approved when he is dependent on public transportation for such travel incident to officially ordered work outside of his regular working hours, and his travel is during hours of infrequently scheduled public transportation or darkness. Agencies are expected to establish stringent administrative controls at sufficiently high levels which will assure that reimbursements are authorized only when determined justifiable and when all circumstances set forth herein are met.

2.4 Return to official station due to illness or injury. Transportation expenses to employee's designated post of duty may be authorized or approved whenever the employee becomes incapacitated due to illness or injury, not due to his own misconduct, while en route to or while at temporary duty station prior to completion of temporary duty assignment. See also 6.5b(4).

2.5 Routing of travel. a. Official necessity. All travel will be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

b. Indirect-route or interrupted travel. In case a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by him. Reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they

Secs. 2.5b - 2.6b

7

should be issued only for that portion of the expense properly chargeable to the Government, and the employee should pay the additional personal expense to the carrier in cash, including the Federal transportation tax. (See 11.5a(3)).

2.6 Use of Government-owned vehicles. a. Use limited to official purposes. When a Government-owned or leased automobile or other transportation equipment is used by an employee for official travel its use shall be limited to official purposes (31 U.S.C. 638a) which include transportation between places where the employee's presence is required incident to official business, between such places and places of temporary lodging, and when public transportation is unavailable or its use is impractical, between either of the above places and places necessary to obtain suitable meals, and to drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the sustenance, comfort, or health of the employee in order to foster the continued efficient performance of Government business.

b. Government driver's identification card. Under regulations prescribed by the Civil Service Commission, an employee need not have a Government driver's identification card in order to use Government-owned vehicles when he is away from his official station and would be authorized to use a commercial rental vehicle if a Government-owned vehicle were not available.

Section 3. USE OF COMMERCIAL TRANSPORTATION

3.1 Taxis. a. Approval requirement. For local travel authorized under 2.3a and b the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 2.3c, d and e.

b. Tips. In addition to reimbursement of taxi fare the employee will be allowed reimbursement of tips in the amount of 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5 reimbursable tip may be increased to the next multiple of 5.

3.2 Rental automobiles and special conveyances. a. Approval requirement. The hire of boat, automobile, taxicab (other than for use under 2.3c, d or e) aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged on official business within or outside his designated post of duty.

b. Incidental charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill. (See 11.3c(5), 11.5c(2)).

c. Damage waiver on rental automobiles. In connection with the rental of automobiles from commercial sources the Government will not pay nor will it reimburse employees for the cost of the collision damage waiver or collision damage insurance available in commercial rental contracts for an extra fee. The waiver or insurance referred to is the type offered a renter to release him from liability for damage to the rented automobile in amounts up to the amount deductible (usually \$100) on the insurance included as a part of the

Secs. 3.2c - 3.3b(1)

9

rental contract without additional charge. Under decisions of the Comptroller General the agency in appropriate circumstances is authorized to pay for damage to the rented automobile up to the deductible amount as contained in the rental contract should the rented automobile be damaged while being used for official business.

d. Hire from another employee or member of an employee's family. Charges for the hire of a conveyance of another Government employee, or a member of the traveler's family, or a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the conveyance was not procured because of such personal or official relationship; and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts should be reported in the account. (See 4.5, 11.5d).

e. Persons traveling together. Where two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the names of the travelers and the name of their employing agency, must be stated by each traveler on his travel voucher.

3.3 Class of service authorized. a. General. Cost of transportation paid by the Government shall not exceed the lowest first-class rate by the transportation facility used unless it is certified by the traveler on his voucher that lowest first-class accommodations were not available or that use of superior accommodations was authorized or approved by the head of the agency concerned or his designee because the accommodations used were required for security purposes or were otherwise more advantageous to the Government. This certification will be accepted as prima facie evidence of the facts. Less than first-class accommodations will be used in air travel as set forth in 3.3d, and less than first-class accommodations will be used on other methods of transportation whenever they are adequate. Accommodations used on common carriers will be in accordance with the specific rules set out in b, c and d, below.

b. Train accommodations. (1) Sleeping car accommodations. When night travel is involved the lowest first-class

sleeping accommodations available will be allowed. Superior accommodations may be authorized or approved on certification by the traveler in accordance with 3.3a. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government.

(2) Parlor car and coach accommodations. One seat in a sleeping or parlor car will be allowed unless the travel order or other administrative determination specifies that coach accommodations be used. Where adequate coach accommodations are available, officials authorizing travel will take steps to see that coach accommodations are used to the maximum extent possible, on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved.

c. Steamer accommodations. (1) Staterooms The minimum first-class accommodation will be allowed when stateroom is included in cost of passage or is a separate charge, except that if not available at the time reservation is made, a superior accommodation may be allowed upon certification as provided in 3.3a. (See also 3.6a). The travel order or other administrative determination may, however, specify the use of an accommodation less costly than the minimum first-class accommodations when suitable for a particular voyage. The term "minimum first-class accommodation," as used in this paragraph, means one which provides direct access from within the stateroom to wash basin, shower or bath, and toilet.

(2) Application for steamer accommodations. Accommodations on steamers should be applied for at the earliest practicable moment after receipt of the travel order.

d. Airplane accommodations. (1) Policy. It is the policy of the Government that persons who use commercial air carriers for transportation on official business should use less-than-first-class accommodations instead of those designated "first-class" with due regard to efficient conduct of Government business and the travelers' convenience, safety and comfort.

Secs. 3.3d(2) - 3.3d(3)

11

(2) Justification for use of first-class accommodations. In view of this policy the use of first-class accommodations should be limited to the following instances:

(a) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.

(b) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.

(c) An authorizing officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

(d) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because available less costly accommodations do not provide adequate standards of sanitation, health or comfort.

(e) The cost of first-class accommodations offered by a commercial air carrier does not exceed the charge for less-than-first-class accommodations offered by any other commercial air carrier in connection with their operation of regularly scheduled flights between the same points.

(3) Authorization of airplane accommodations. Officials responsible for approving travel authorizations may not be able to anticipate circumstances which may arise while a person is traveling which necessitate the use of first-class accommodations. In such circumstances, even though the use of first-class accommodations is authorized, the traveler is responsible for using the less costly accommodations when they will meet all reasonable requirements. For audit purposes, the traveler's judgment in these instances will be considered conclusive. However, agencies may specify on travel authorizations, or other administrative directives, that the less costly accommodations

12

Secs. 3.3d(3) - 3.4b(2)

be used. In that event, the traveler will be limited to the type of accommodations specified.

(4) Maximum authorized accommodations. When first-class accommodations are authorized under 3.3d(1) - (3) the lowest first-class accommodations available between the points involved will be used. Use of superior accommodations may be authorized or approved in accordance with 3.3a.

(5) Jet surcharges. Accommodations not designated "first-class" on jet planes (with or without a surcharge) may be used without specific authorization or approval where the total cost of the transportation, including surcharge if any, is less than the lowest "first-class" air accommodations available between the points involved.

3.4 Special fares. a. Extra-fare planes and trains. Travel by extra-fare planes or trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security.

b. Reduced rates. (1) Use of special lower fares. Through fares, special fares, commutation fares, excursion, and reduced-rate round trip fares should be utilized for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government. Round trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized.

(2) Group or charter arrangements. Group or charter arrangements available through travel agents may be utilized when such use will not interfere with the performance of official business. In such instance, if payment for transportation cannot be made to a carrier with a Government Transportation Request but must be made to the travel agent, the traveler will pay for the transportation from his own funds or from a travel advance and will obtain a receipt for the cost of the transportation necessary in the performance of official business which will accompany



Secs. 3.4b(2) - 3.6a

13

his voucher. Reimbursement will not exceed the cost of accommodations authorized under 3.3.

c. Unequal fares available. When common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service should be used unless use of a higher cost service is administratively determined to be more advantageous to the Government.

3.5 Unused tickets or reservations. a. Unused accommodations. When a traveler finds he will not use accommodations which have been reserved for him, he will release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler will report the facts to the administrative office in the manner prescribed by the agency concerned. Failure of travelers to take such action may subject them to liability for any resulting losses.

b. Unused or over-sold reserved accommodations. Each agency will make certain that space is canceled as soon as the employee learns that space reserved will not be used. Penalty payments made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space are due the United States and not to the traveler when they result from travel on official business. Each agency will instruct travelers to turn in to the agency any of these payments received from the carriers.

3.6 Use of American carriers. a. Travel by American ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, That the

(No. A-7)

Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

b. Use of American airplanes. (1) Definition. The term "American airplane," as used in 3.6b means an airplane registered under the laws of the United States but excludes those operating under certificates or permits held by foreign airlines.

(2) General requirement. As a general rule, employees will use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. Such use is not achieved simply by the purchase of transportation from an American carrier but requires that the actual travel performed be accomplished in American airplanes.

(3) Use of foreign airplanes. The use of a foreign airplane may be authorized or approved in any of the following situations:

(a) Where a flight by an American airplane is not scheduled to arrive in time for the conduct of official business.

(b) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(c) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

(d) Where a scheduled flight by an American airplane is delayed because of weather, mechanical or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

Secs. 3.6b(3)(e) - 3.6b(4)

15

(e) Where the class of accommodations determined under 3.3d is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(f) Where the class of accommodations determined under 3.3d is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(g) Where payment for transportation can be made in excess foreign currencies provided no American air carrier adequately serving the points of travel will accept the currency. This preferential use of a foreign air carrier will also apply to near excess foreign currencies to the extent that amendments to the State Department's Foreign Currency Bulletin No. 1 or subsequent foreign currency bulletins may provide for the payment of transportation in the near excess currencies. (See 10.4).

(4) Documentation. Where the use of foreign airplane is authorized or approved under (3) above, the reason therefor is to be entered on, or attached to, the travel order or other authorizing document, or travel voucher.

(No. A-7)

Section 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES

4.1 Basic rules. a. Mileage payments. When employees and others rendering service to the Government use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service, and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.

b. Distance measurements. (1) Automobile and motor-cycle travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled will be as shown in standard highway mileage guides or by speedometer readings. Any substantial deviations from distances shown in the standard highway mileage guides will be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other persons rendering service to the Government begins his journey.

(2) Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, will be reported on the reimbursement voucher and used in computing payment for the use of a privately owned airplane. If a detour was necessary on account of adverse weather, mechanical difficulty or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations.

Secs. 4.1c - 4.2c(1)

17

c. Other allowable costs. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road and tunnel tolls also will be allowed unless the travel order or other administrative determination restricts their allowance.

4.2 When use of privately owned conveyance is advantageous to the Government. a. Mileage rate determinations. When it is determined that use of a privately owned conveyance by the traveler is most advantageous to the Government as provided in 2.2c(3), it is the responsibility of proper officials of the departments and establishments to fix such mileage rates within the statutory maximums of 8 cents for use of privately owned motorcycle and of 12 cents for use of a privately owned automobile or airplane, as will most nearly compensate the traveler for necessary expenses. It has been determined that 11 cents per mile will most nearly compensate an employee for use of a privately owned automobile for travel in the continental United States. Therefore, 11 cents should be established as the mileage rate for use of privately owned automobiles, unless an agency can demonstrate that because of unusual circumstances reimbursement at 11 cents per mile is inadequate. In that case, the agency may fix a higher rate within the statutory maximums which will most nearly compensate the employee for use of his privately owned conveyance in those circumstances.

b. Special rule when permanent duty travel is involved. The regulations contained in Office of Management and Budget Circular No. A-56, as revised, will apply when privately owned automobiles are used in connection with employees' permanent changes of station; when the appointees or student trainees described therein travel to their first permanent duty stations; or when employees return from posts of duty outside the continental United States to places of actual residence for separation.

c. To and from common carrier terminals and office.  
(1) Round trip when in lieu of taxi to carrier terminals. In lieu of the use of a taxicab under 2.3c, payment on a mileage basis at the rate of 11 cents per mile and other allowable costs as set forth in 4.1c will be allowed for the

(No. A-7)

round trip mileage of a privately owned automobile used in connection with an employee going from either his home or place of business to a terminal or from a terminal to either his home or place of business. However, the amount of reimbursement for the round trip will not in either instance exceed the taxicab fare, including tip, allowable under 2.3c for a one-way trip between the applicable points.

(2) Round trip when in lieu of taxi between residence and office on day of travel. In lieu of the use of taxicab under 2.3d payment on a mileage basis at the rate of 11 cents per mile and other allowable costs as set forth in 4.1c will be allowed for round trip mileage of a privately owned automobile used in connection with an employee going from his residence to his place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip will not exceed the taxicab fare, including tip, allowable under 2.3d for a one-way trip between the points involved.

(3) Parking when automobile is left at terminal. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from his official station, will be allowed only to the extent that the fee, plus the allowable reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of 2.3c.

4.3 When use of privately owned conveyance is in lieu of common carrier transportation. Whenever a privately owned conveyance is used for official purposes as a matter of personal preference in lieu of common carrier transportation under 2.2d payment for such travel shall be made on the basis of the actual travel performed, computed under 4.1 at the mileage rate prescribed in 4.2a plus the per diem allowable for the actual travel but the total allowable will be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

Secs. 4.3a - 4.3b

19

a. Mode of travel to be used for comparison. (1) Airplane. The mileage payment will not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If not provided, the comparison will be made with standard class accommodations, if provided, otherwise with first-class accommodations. When accommodations are provided on both jet and propeller driven planes the comparison will be made with the jet planes. (For the purpose of this provision a class of service is considered to be "provided" by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel).

(2) Train. When none of the accommodations described above are provided by an air carrier, the mileage payment will be limited to the constructive cost of first-class rail transportation, or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides.

(3) Bus. When neither air nor rail accommodations are provided, the mileage payment will be limited to the constructive cost of bus transportation.

b. Transportation costs to be considered in addition to fares. In determining the constructive common carrier cost there will also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage will be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

c. Per diem allowance. The constructive per diem will be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

d. Use of actual and reasonable schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours will be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his safety, or which would result in unduly increasing the constructive per diem).

4.4 When use of a privately owned conveyance is in lieu of a Government-owned automobile. a. Planning for use of Government-owned automobiles. When under 2.2d use of a privately owned conveyance is authorized or approved even though use of a Government-owned automobile would be more advantageous to the Government, reimbursement to the employee will be limited to the cost which would be incurred for use of a Government-owned automobile. The normal rate of reimbursement will be that provided in 4.4b; however, agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business as to whether they will use Government-owned automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-owned automobiles and commitment changes will be a sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-owned automobiles as required. An employee who is committed to use a Government-owned automobile should not be authorized to use his privately owned conveyance in lieu of a Government-owned automobile; except that, if such an employee occasionally uses his privately owned conveyance when a Government-owned automobile is available, mileage reimbursement limited to the cost of operating a Government-owned vehicle fixed costs excluded as provided in 4.4c may be authorized or approved.



Secs. 4.4b - 4.5

21

b. Reimbursement based on Government costs. Based upon average rental rates which agencies pay for GSA motor pool automobiles and the administrative cost to the user agency, it has been determined that the average mileage cost for use of a Government-owned automobile for travel in the continental United States is 9 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-owned automobile would be most advantageous to the Government will be 9 cents. Exceptions to the above limitation may be authorized if an agency determines that because of unusual circumstances the costs of providing a Government-owned automobile would be higher than 9 cents; in such case the agency may allow reimbursement at such higher rate within the statutory maximum as will most nearly equal the cost of providing a Government-owned automobile in those circumstances. In addition to mileage for the distance allowed under 4.1b the employee may be reimbursed those expenses authorized under 4.1c which would have been incurred if a Government-owned vehicle had been used.

c. Partial reimbursement when Government automobile available. When an employee who is committed to using a Government-owned automobile or who because of the availability of Government-owned automobiles would not ordinarily be authorized to use a privately owned conveyance in lieu of a Government-owned automobile nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved at the rate of 5 cents per mile, the approximate cost of operating a Government-owned automobile fixed costs excluded.

d. Reimbursement claims. In making claims for mileage for use of a privately owned automobile in lieu of a Government automobile at the 9 cent rate, the employee shall state on his voucher that he has not made a commitment to use a Government-owned automobile and that reimbursement for use of a privately owned automobile was not limited under 4.4c.

4.5 More than one person in conveyance. Mileage will be payable to only one of two or more employees traveling together on the same trip and in the same conveyance, but

no deduction will be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute to defraying the operating expenses. The names of employees and the employing agency should be stated. (See 11.5d).

4.6 Actual expense basis. a. Used only when authorized by law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise reimbursement is to be made under the provisions of 4.1 - 4.5.

b. Comparative cost requirement. The use of a privately owned conveyance on an actual expense basis, as distinguished from a mileage basis under 4.1 - 4.5 may be authorized or approved: Provided, That the aggregate of allowable expenses, plus increased subsistence expenses, if any, through increased travel time, or less subsistence savings, if any, through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

c. Reimbursable costs. For such travel on an actual expense basis the employee will be entitled to reimbursement of the cost of gasoline, oil, and feed of horses, and in addition thereto, garage or hangar rent and stabling of horses, while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses, or subsistence savings, for a given period of time, the per diem rate of subsistence named in the travel order will be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses will not be allowed. Exemption from payment of tax on gasoline in States providing such exemption will be claimed. The standard Federal forms should be used for that purpose. When exemption is refused, receipts will be obtained in duplicate. (See 11.3c(7); 11.5c(2)).

Secs. 5.1 - 5.3d

23

## Section 5. BAGGAGE

5.1 Definitions. a. Baggage. The term "baggage" as used in these regulations means Government property and personal property of the traveler necessary for the purposes of the official travel.

b. Excess baggage. Baggage in excess of the weight or size that is carried free by transportation companies will be classed as excess baggage.

5.2 Authorization for excess baggage. Excess baggage charges will be allowed only when authorized or approved except where air-coach or air-tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service will be allowed at Government expense.

5.3 Payment of costs for baggage. a. Transportation charges for excess baggage. As a general rule travelers should make cash payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized the travel order should clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement should be included on the travel voucher. (See 11.3c(1)).

b. Transfer of baggage. Necessary charges for the transfer of baggage will be allowed.

c. Storage of baggage. Charges for the storage of baggage will be allowed when it is shown that such storage was solely on account of official business.

d. Checking and handling of baggage. Charges for checking baggage will be allowed. Charges or tips at transportation terminals will be allowed for handling Government property carried by the traveler.

5.4 Stoppage in transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket full explanation of the facts should be made to the administrative office at the time of transmitting unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

5.5 Requirement for use of least costly means of shipment.

a. Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance where practical should be shipped by parcel post, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs, due consideration being given to the probable cost of collecting or delivering the shipment and the time required for transmission.

b. Use of Government bills of lading. Express and freight shipments should be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

c. Government bills of lading not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded should be made. A report of the circumstances should be sent to the administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, rate and amount of charges paid, will be accepted in support of charge.

Secs. 6.1 - 6.2a

25

Section 6. PER DIEM IN LIEU OF ACTUAL SUBSISTENCE

6.1 Coverage. a. Travel for which per diem will be paid. Per diem allowance under section 6 will be paid for official travel except when it is determined that due to unusual circumstances of the assignment the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of the traveler and that reimbursement will be on the basis of actual subsistence expenses as provided in section 7.

b. Expenses covered by per diem. The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, and transportation between places of lodging or business and places where meals are taken except as otherwise provided in 2.3b. The term "lodging" does not include accommodations on air-planes, trains, or steamers, and these expenses are not subsistence expenses. However, availability of such accommodations should be considered in connection with the establishment of per diem payment rules and the fixing of per diem rates.

6.2 Maximum locality rates. A per diem allowance, in lieu of actual subsistence expenses, for travel on official business may be authorized or approved within the following maximums:

a. Continental United States. For travel within the limits of the continental United States, at a rate not in excess of \$25. As used in these regulations, the term "continental United States" means the area of the former 48 States and the District of Columbia.

b. United States other than continental. For travel in localities in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of Defense and published in Civilian Personnel Per Diem Bulletins.

c. Foreign areas. For travel in localities in any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, the Canal Zone, and the possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas).

6.3 Agency responsibility for prescribing individual rates.

a. General. It is the responsibility of each department and agency to authorize only such per diem allowances as are justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which will reduce the expenses of the employee such as: known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals will be required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly where repeated travel is involved; and, the use of methods of travel where sleeping accommodations will be provided as part of the transportation expenses. The specific rules contained in b - e below will be applied in the situations covered.

b. When lodgings are not required. For travel of less than 24 hours when a night's lodging is not required, the per diem rate should be adjusted downward to reflect the fact that the traveler does not incur costs for lodging.

Secs. 6.3c - 6.3e

27

c. When lodgings are required. For travel in the continental United States when lodging away from the official station is required agencies shall fix per diem for employees partly on the basis of the average amount the traveler pays for lodgings. To such amount, i.e., the average of amounts paid for lodging while traveling on official business during the period covered by the voucher, shall be added a suitable allowance for meals and miscellaneous expenses. The resulting amount rounded to the next whole dollar, if the result is not in excess of the maximum per diem, will be the per diem rate to be applied to the traveler's reimbursement in accordance with the applicable provisions of this section. If such result is more than the maximum per diem allowable such maximum will be the per diem allowed. No minimum allowance will be authorized for lodging since those allowances are based on actual lodging expenses. Receipts for lodging costs may be required at the discretion of each agency, however, employees will be required to state on their vouchers that per diem claimed is based on the average cost to him for lodging while on official travel within the continental United States during the period covered by the voucher. An agency may determine that the lodgings-plus system as prescribed herein is not appropriate in given circumstances as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the subsistence costs which will be incurred by the employee may be accurately estimated in advance. In such cases a specific per diem rate may be established and reductions made in accordance with this section provided the exception from the lodgings-plus method is authorized in writing by an appropriate official of the agency involved.

d. Extended stays. For travel assignments involving duty for extended periods at temporary duty stations where travelers are able to secure lodging and meals at lower costs, the per diem rate should be adjusted downward.

e. Meetings and conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, the agency or agencies sponsoring the meeting or

conference should recommend to the other participating agencies or components a per diem allowance that would be reasonable in view of the circumstances of the particular meeting or conference.

**6.4 Rates en route outside continental United States.**

a. "Duty point." As used in 6.4, the term "duty point" means the official station outside the continental United States, other place outside the continental United States at which official travel begins or ends, or the point of exit or entry in the continental United States.

b. Rates and conditions. For travel on official business beyond the limits of the continental United States by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between the continental United States and a locality beyond or between such localities, including stop-overs of less than 6 hours, the maximum per diem that may be authorized or approved (except for the proviso in 6.6d(1)) is as follows:

(1) Same day return. When the traveler departs from a duty point in the continental United States or in a locality beyond the limits of the continental United States and returns during the same calendar day to a duty point within the continental United States or the locality, respectively, the maximum per diem rate allowable for the trip will be that of the duty point at which the trip began.

(2) En route less than 6 hours. For trips other than those described in (1), the maximum per diem rate allowable between duty points will be that of the destination duty point when the travel time between a duty point in the continental United States and a duty point in a locality beyond the limits of the continental United States or between a duty point in one such locality and a duty point in another is less than 6 hours.

(3) En route 6 hours or more. When, in instances described in (2), the travel time between the duty points is 6 hours or more, the per diem rate applicable outside the continental United States will be \$6: Provided, That (a) for boat travel of more than 9 successive days, in



Secs. 6.4b(3) - 6.5a(2)

29

addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of debarkation will be \$2, and (b) when either of such rates prescribed herein is not commensurate with a traveler's subsistence expenses, a different rate may be authorized or approved in an amount not in excess of the maximum rate applicable to the destination duty point or, with respect to boat travel, not in excess of \$9.

c. Travel beginning or ending in United States. When travel covered by 6.4 begins or ends at a place in the continental United States, the maximum per diem rate allowable for the portion of the travel between such place and the place of entry or exit in the continental United States will be the maximum per diem rate applicable within the continental United States.

d. When lodgings not located at duty point. When suitable lodging is not available at place of temporary duty in a locality beyond the limits of the continental United States and the employee is required to obtain lodging at a place in a different locality, the maximum applicable per diem rate will be that of the locality in which the lodging is obtained.

6.5 Interruptions of per diem entitlement. a. Leave and nonworkdays. (1) Generally. Except as provided in (2) and (3) below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, per diem in lieu of subsistence expenses will terminate at the beginning of the next quarter day, or begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence.

(2) Nonworkdays. A traveler will be considered to be in subsistence status on nonworkdays unless he returns to

his official station or place of abode from which he commutes daily to his official station, or unless he is in a leave status at the end of the workday preceding the nonworkday(s) and at the beginning of the workday following the nonworkday(s) and the period of leave on either of those days exceeds one-half of the prescribed working hours for that day: Provided, That subsistence may not be paid for more than two nonworkdays where the leave of absence is immediately preceded and followed by nonworkday(s).

(3) Leave within one day. Leave of absence for part of a workday not extending into the next workday, where for one-half of the prescribed working hours or less, will be disregarded for subsistence purposes; where such leave exceeds one-half of the prescribed working hours, one-half of the subsistence for that day may be allowed.

(4) Part-day leave extending between successive workdays. Leave of absence for the last part of one workday which extends into leave of absence at the beginning of the next workday will be disregarded for subsistence purposes if the leave of absence on both days combined does not exceed one-half of the prescribed working hours for one day.

b. Illness or injury. (1) Continuation of per diem. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury, not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, will be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved.

(2) Evidence of illness or injury required. No additional evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the United States Civil Service Commission, will suffice.

Secs. 6.5b(3) - 6.5e

31

(3) Receipt of insurance payments. If, while in travel status, the traveler receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute, other than 5 U.S.C. 8901-8913, the per diem allowance will not be paid for the period involved or, if paid, will be collected from the traveler.

(4) Return to official station due to illness or injury. Per diem may be authorized or approved whenever an employee is returning to his official station because of illness or injury, not due to his own misconduct, which occurred while en route to or while at temporary duty station prior to completion of temporary duty assignment. See also 2.4.

c. Return to official station on nonworkdays. At the discretion of the administrative officials a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station, or his place of abode from which he commutes daily to his official station, the reimbursement allowable for the round trip transportation and per diem en route will not exceed the per diem and any travel expense which would have been allowable had the traveler remained at his temporary duty station.

d. Indirect route or interrupted travel. Where for traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 2.5, 11.5a(3)).

e. Time changes during air travel. When an individual travels directly between duty points which are separated by several time zones and at least one of the duty points is outside the continental United States, per diem entitlement is not interrupted by reason of a rest period allowed the individual en route or at destination under appropriate agency rules.

(No. A-7)

6.6 Per diem computation rules. a. No allowance at permanent duty station. Per diem in lieu of subsistence will not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station. If a temporary assignment at a particular place is prolonged beyond a period of 30 days, travel vouchers submitted before return should state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that his duty at such place is of a temporary nature.

b. Use of travel trailer or camping vehicle. Per diem may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary assignment away from his official station.

c. Time determinations. (1) Duty to record pertinent times. The date and hour of departure from and arrival at the official station, or other place at which official travel begins or ends, and points at which temporary duty is performed will be shown on the travel voucher when such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should also be shown but the time of arrival and departure need not be entered.

(2) Use of standard time. The hours of departure and arrival recorded under 6.6c(1) will be those of the standard time then currently in effect at the place involved. (See section 3(a) of the Uniform Time Act of 1966 and 15 U.S.C. 262 as amended by section 4(b) of that Act).

(3) International dateline. In computing per diem in cases where the traveler crosses the international dateline (one hundred and eightieth meridian), actual elapsed time will be used rather than calendar days.

d. Computation of basic entitlement. (1) Travel of 24 hours or less. For continuous travel of 24 hours or less, the travel period will be regarded as commencing with the

Secs. 6.6d (1) - 6.6f

33

beginning of the travel and ending with its completion, and for each 6-hour portion of the period, or fraction of such portion, one-fourth of the per diem rate for a calendar day will be allowed: Provided, That no per diem will be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6:00 a.m. or terminates after 8:00 p.m. (The proviso does not apply in the case of travel incident to a change of official station).

(2) Travel of more than 24 hours. In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one-fourth of the rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. When change in per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of such quarter.

e. Beginning and ending of entitlement. For computing per diem allowances official travel begins at the time the traveler leaves his home, office, or other point of departure and ends when the traveler returns to his home, office, or other point at the conclusion of his trip. However, when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day will not be allowed in the absence of a statement with the travel voucher explaining the official necessity for the time of departure or return.

f. Deductions for meals and/or lodging furnished. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction will be made from the authorized per diem rate.

## Section 7. REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

7.1 Authorization or approval. a. Must relate to specific travel assignment. Authorization or approval will be limited to specific travel assignments where due to the unusual circumstances of the assignment the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler. (See 6.1a).

b. Duty of heads of agencies and departments. Heads of agencies, as defined in 5 U.S.C. 5701, will, in accordance with the provisions of this section, prescribe conditions under which reimbursement may be authorized or approved for the actual and necessary subsistence expenses of a traveler. Such conditions shall restrict travel on an actual subsistence expense basis to those travel assignments where necessary subsistence costs are unusually high. They should not permit the use of the actual subsistence expense basis where necessary subsistence expenses may exceed the statutory maximum per diem allowance by a small amount. Because hotel accommodations constitute the major part of necessary subsistence expenses, travel on an actual subsistence expense basis might appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed by the head of the agency where the traveler has no alternative but to incur hotel costs which would absorb all or practically all of the statutory maximum per diem allowance.

c. Delegation of authority. Heads of agencies may delegate, with provision for limited redelegation, authority to authorize or approve travel on an actual subsistence expense basis. Such delegation or redelegation should be held to as high an administrative level as practicable in order to insure adequate consideration and review of the circumstances surrounding the need for travel on the actual subsistence expense basis.

d. Maximum to be stated in travel order. The amount per calendar day authorized for a specific travel assignment will be stated in the travel authorization.

Secs. 7.1e - 7.4a

35

e. Conditions warranting approval. If travel is performed (a) without prior authorization or is authorized on a per diem basis, and (b) otherwise conforms to this section, the necessary subsistence expenses incurred may be approved, within the statutory maximum allowable.

7.2 Daily reimbursement. The amount of reimbursement which may be authorized or approved for each calendar day, or fraction of a day, is limited by statute. The maximum amount is (a) for travel within the continental United States, \$40 and (b) for travel elsewhere, the sum of the maximum per diem allowance officially authorized for the locality in which the travel is performed plus \$18. (See 6.2). If the actual subsistence expenses incurred during any one day are less than the amount authorized the traveler may be reimbursed only for the actual subsistence expenses.

7.3 Agency reviews and administrative control. Heads of agencies will establish necessary administrative arrangements for an appropriate review of (a) the justification for travel on the actual expense basis, and (b) the subsistence expenses claimed by a traveler in order to determine that they are proper subsistence expenses and were necessarily incurred in connection with the specific travel assignment. Agencies are cautioned to see that travel on an actual subsistence expense basis is administered in accordance with the spirit and intent of the law and to take such steps as are necessary to prevent abuses.

7.4 Interruption of subsistence status. a. Beginning and ending of leave. Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: Provided, That if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

b. Illness or injury. The provisions of 6.5b (illness or injury) applicable to per diem in lieu of subsistence will also apply to the allowance of subsistence expenses.

c. Fractional days of leave. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed.

d. Nonworkdays. A traveler will be considered to be in subsistence status on nonworkdays under the same rules as are applied in 6.5a(2) with respect to the payment of per diem.

e. Indirect route or interrupted travel. Where for the traveler's convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 2.5, 11.5a(3)).

f. Return to official station for nonworkdays. At the discretion of the administrative officials a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the round trip transportation and actual subsistence en route will be the necessary travel and subsistence expense which would have been allowable had the traveler remained at his temporary duty station.

7.5 Evidence of actual expenses. Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler will be itemized in a manner prescribed by the heads of agencies which will permit at least a review of the amounts spent daily for (a) lodging, (b) meals, and (c) all other items of subsistence expenses. Receipts will be required at least for lodging.



Secs. 8.1 - 8.3b

37

## Section 8. COMMUNICATIONS SERVICES

8.1 Authorization. a. Necessary use. Telephone, teletype, telegraph, cable, and radio service may be used on official business when such means of communication is essential.

b. Official local calls. Charges for local telephone calls on official business will be allowed as a transportation expense. See 11.5a(1) regarding entry of such calls in travel vouchers as a transportation expense.

8.2 Type of service used. a. Government equipment. As a general rule official long distance telephone calls and other communications services will be through the use of Government-owned or leased equipment.

b. Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service should be used. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

8.3 Requirements for written messages. a. Language and form. Care should be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature should be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms should be expressed in figures, except where impracticable in code messages. Every message should show the place and date of transmission.

b. Messages to be coded. When practicable, cablegrams and radiograms should be coded in conformity with a departmental or standard code.

8.4 Official purposes and personal business. a. Reservation of accommodations. Charges for telegrams reserving airplane, train, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

b. Personal business. Telephone calls, telegrams, cablegrams, and radiograms relating to leave of absence, or extension thereof, or to payment of salary or expense vouchers, and answers thereto, or those containing other matter of a purely personal nature, must not be at Government expense and charges therefor will not be allowed.

8.5 Supporting statement. Charges for official telephone calls, telegrams, cablegrams, or radiograms on official business will be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were on official business. When the public interest so requires the points between which telephone service was rendered need not be stated in the official travel voucher, but may be stated in confidence to the administrative official.

8.6 Charges for telegraph, cable and radio services. a. Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts should be sent "Official Business-Collect" unless otherwise directed by competent authority. All others should be prepaid.

b. Cash payment. When "collect" service is refused, payment of the amount demanded should be made. A report of the circumstances and a receipted copy of the message should be sent to the administrative office.

c. Words chargeable. All messages shall be subject in all respects to the prevailing commercial count of chargeable words.

d. Fractional charges. In cases where the charge for a Government message, determined as herein provided, includes

Secs. 8.6d - 8.7

39

a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

8.7 Priority of official messages. All Government communications by telegraph, cable or radio will have priority over all other business, except radio communications or signals, which are given absolute priority under the Communications Act of 1934, as amended, and will be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams should endorse thereon the words "official business" and should report to the Federal Communications Commission, through their administrative offices, any failure to transmit them in such priority and any charge made in excess of the rate prescribed.

Section 9. MISCELLANEOUS EXPENSES

9.1 Expenses allowable. a. Miscellaneous expenses.

Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business will be allowed when authorized or approved.

b. Hire of a room. When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved. (See 11.3c(8)).

c. Fees relating to travel outside the continental United States. The following items of expense may be authorized or approved:

(1) Conversion of currency. Commissions for conversion of currency in foreign countries. (See 11.5e).

(2) Check cashing costs. Charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries. (See 11.5e(1)). Exchange fees incurred in cashing checks or drafts issued in payment of salary will not be allowed in travel expense accounts.

(3) Travelers checks. Costs of Travelers Checks purchased in connection with travel outside the limits of the continental United States, not to exceed the amount reasonably needed to cover the reimbursable expenses incurred.

(4) Travel document costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity and of affidavits, and charges for inoculation which cannot be obtained through a Federal dispensary.

Secs. 9.1d - 9.3

41

d. Other expenses. Miscellaneous expenditures, not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, will be allowed when approved.

9.2 Payment to Government employees. Neither payment nor reimbursement will be allowed under any agreement made by the traveler with an employee of the Government for personal services.

9.3 Payment and reimbursements. Where cash payment is made for services covered by Section 9 reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See 11.3c). If cash payment is not made the account should be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit, and unit price, and such other particulars as may be needed for a clear understanding of the charge. If Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."

## Section 10. SOURCES OF FUNDS

10.1 Employee to provide funds. Employees traveling on official business will provide themselves with funds for all current expenses. However, transportation request forms and travel advances as authorized by 10.2 and 10.3, respectively, should be used to reduce the need of travelers to use their own money.

10.2 Common carrier transportation. a. Transportation request forms. (1) Regulations governing use of forms. United States of America Transportation Request, Standard Form 1169, is prescribed by the Comptroller General of the United States and procedures for its use are included in the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

(2) Use of transportation request form. Transportation request forms are to be used only for official travel. Where for personal reasons a traveler uses an indirect route or accommodations superior to those authorized, he should pay cash for the excess amounts including the applicable share of the Federal transportation tax. (See 2.5b).

(3) Lost or stolen transportation requests. When a transportation request form in the possession of a traveler is lost or stolen, an immediate report is to be made to the administrative office in the manner prescribed by the agency concerned. If a traveler, subsequent to submitting a report, recovers the form, it will not be used but will be transmitted to the administrative office. A traveler may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding transportation request forms.

b. Cash payment for transportation. Agencies may require by regulation that travelers pay cash for official passenger transportation in appropriate circumstances and within reasonable limits. Cash payments should be made when the amounts involved are \$1 or less, plus Federal transportation tax. Receipts for such cash payments will not be

Secs. 10.2b - 10.3c(2)

43

required. Cash payment of transportation expenses regardless of cost is authorized when employees' secure group or excursion tickets available through travel agents. In that case receipts will be required. (See 3.4b(2), 10.3a, 11.5c(3)).

10.3 Advance of funds. a. Authority. The head of each agency or his designated representative may advance, through proper disbursing officers to any person entitled to per diem or mileage allowances or subsistence expenses, or for the procurement of transportation by group or charter under 3.4b, such sums as may be deemed advisable considering the character and probable duration of the travel to be performed or the cost of the transportation to be paid for by the employee. As a general rule, advances should be held to a minimum and allowed only when it is indicated that an advance is warranted.

b. Funds chargeable. Advances to travelers will be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

c. Recovery of advances. (1) Deduction from vouchers. It will be the responsibility of the head of each agency, or his designee, to assure that the amount previously advanced is deducted from the total expenses allowed or that it is otherwise recovered. In cases where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to such traveler without deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler will be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler should refund immediately such excess.

(2) Direct refunds. In the event of cancellation or indefinite postponement of authorized travel, the head of the agency, or his designee, will take immediate steps to secure the refund of any advances that may have been made.

(No. A-7)

(3) Other means of recovery. Outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler will be recovered promptly by "set-off of salary due, retirement credit, or otherwise, from the person to whom advanced, or his estate, by deduction from any amount due from the United States, or by such other legal method of recovery as may be necessary." Salary or other amounts due will be resorted to ahead of the retirement credit. In view of these protections which are specifically included in the act, travelers, under normal circumstances, will not be required to furnish bonds in order to obtain travel advances. However, this does not preclude the requiring of bonds or other security by agencies when the interests of the United States would not otherwise be fully protected.

d. Accounting for advances. The accounting for cash advances for travel purposes, recovery, and reimbursements will be in accordance with procedures prescribed by the General Accounting Office.

10.4 Use of foreign currencies. Travelers to, in, and from foreign countries will utilize excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. The use of such currencies is prescribed by the Office of Management and Budget Circular A-20, and a list of excess and near excess foreign currencies is published periodically in Office of Management and Budget Bulletins. The Department of State also issues an informational "Foreign Currency Bulletin" series concerning the use of foreign currencies. It is essential that travelers to, in, and from foreign countries and persons authorizing such travel be familiar with the latest version of these issuances. The Office of Management and Budget leaflet containing general guidance for using excess and near excess foreign currencies should be provided travelers prior to the time foreign travel arrangements are made.



Secs. 11.1 - 11.3c

45

## Section 11. CLAIMS FOR REIMBURSEMENT

11.1 Fraudulent claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith, 28 U.S.C. 2514. In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious or fraudulent claim against the United States. 18 U.S.C. 287,1001. Travelers' claims for reimbursement should accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

11.2 Records of travel and expenses. All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a memorandum of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of travel vouchers.

11.3 Travel vouchers and attachments. a. Use of authorized form. All claims for the reimbursement of traveling expenses will be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Director of the Office of Management and Budget.

b. Evidence of authorization. The travel voucher must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous voucher, proper reference thereto should be made. (See 1.5).

c. Receipts required. Receipts for allowable cash expenditures in amounts in excess of \$15, plus any applicable tax, when practicable to obtain them, will be required and attached to the voucher for:

(No. A-7)

- (1) Baggage, excess. The receipt should indicate the weight of the baggage and the points between which the baggage was moved. (See 5.3a).
- (2) Baggage, transfer and checking charges. (See 5.3b and d).
- (3) Clerical assistance. (See 9.1a).
- (4) Fees relating to travel outside the continental United States. (See 9.1c).
- (5) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. (See 3.2). Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered, or articles purchased, and the unit price.
- (6) Miscellaneous expenses allowable under 9.1d.
- (7) Operating expenses of privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses, when reimbursement is on an actual expense basis under 4.6.
- (8) Rental of rooms for official business. (See 9.1b).
- (9) Rental of typewriters. (See 9.1a).
- (10) Services, personal, such as guides, interpreters, packers, and drivers of vehicles. (See 9.1a)
- (11) Services, stenographic and typing. (See 9.1a).
- (12) Shipments, freight, or express, regardless of amount. (See 5.5).

Secs. 11.3c(13) - 11.5a(1)

47

(13) Steamer chairs, steamer cushions, and steamer rugs. (See 2.1).

(14) Storage of baggage or property. (See 5.3c).

(15) Telegrams, cablegrams, radiograms. (See 8.6b).

(16) Telephone messages, long distance, except that where a coin box telephone is used and it is so stated in the travel voucher, a receipt will not be required. (See 8.5).

(17) Copies of records, etc., furnished by State officials (clerks of courts, etc.). (See 9.1d).

d. Lack of receipt. (1) Impracticable to obtain. If it is impracticable to furnish receipts in any case as above required, the failure to do so must be fully explained in the travel voucher. Mere inconvenience in the matter of taking receipts will not be considered. In no case will a receipt be taken in duplicate, except as provided in section 4.6c.

(2) Expenditure confidential. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official.

11.4 Submission of vouchers. Agencies are authorized to prescribe the manner in which travelers are to submit reimbursement vouchers, the number of copies required, and the time of submission. Only the original of the voucher should be signed by the traveler.

11.5 Preparation of voucher. a. Itemization. (1) Chronological order. Expenses incurred will be itemized on travel reimbursement vouchers in chronological order except that agencies may authorize travelers to enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus and subway fares; and on-street parking meter fees.

(No. A-7)

(2) Leave of absence. When leave of absence of any kind is taken while in travel status the exact hour of departure from and return to duty status must be shown on the travel voucher.

(3) Indirect-route travel. The travel voucher should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated should be shown.

(4) Suspended items. Items suspended from previous travel vouchers and reclaimed (see 11.7) must be stated after all other items have been listed.

(5) Receipts attached chronologically. Receipts must be numbered consecutively, commencing with No. 1 for each account.

b. Subsistence claims. (1) Per diem. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under section 6. The exact period for which per diem is claimed must be stated.

(2) Actual subsistence expenses. When actual subsistence reimbursement is authorized under Section 7, claims will be submitted in accordance with agency requirements issued under 7.5.

c. Transportation expenses. (1) Transportation requests. The travel voucher must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued, giving dates of travel, the points of departure and destination, classes of service used, name of transportation company, and the value of the transportation secured.

(2) Special conveyance hires. When a special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel, and kind of conveyance used. If the distance traveled between any given points is greater than the usual route

Secs. 11.5c(2) - 11.5f

49

between these points, the reason for the greater distance should be shown. When transportation is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used, as well as the quantity of gasoline and oil consumed and places between which the travel was performed, and the distance, unit price per gallon or quart paid, and whether all gasoline, oil, garage rent, feed and stabling of horse, and bridge, ferry, or other toll, for which claim is made, was used or occasioned by official travel.

(3) Cash payment for common carrier fare. Where claim is made for common carrier transportation obtained with cash, the travel voucher must show the amount spent, including Federal transportation tax, and the mode and class of transportation used.

d. Reporting payments to other employees. Reimbursement will not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained. (See 4.5).

e. Foreign travel. (1) Claims for exchange fees. Charges for cashing United States Government checks issued in reimbursement of expenses incurred for travel in foreign countries will be allowed in subsequent vouchers. (See 9.1c(2)).

(2) Foreign currencies used. Persons traveling in foreign countries should report their expenditures by items, in the money of the country in which made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

f. Erasures and alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

(No. A-7)

11.6 Administrative approvals. The administrative approval of the voucher will constitute the approvals required in:

- 2.4 Return to official station due to illness or injury.
- 4.6b Use of a privately owned conveyance on an actual expense basis.
- 5.2 Excess baggage charges.
- 6.5b(1) Continuation of per diem during leave of absence due to illness or injury.
- 6.5b(4) Return to official station due to illness or injury.
- 7.4b Continuation of actual subsistence during leave of absence due to illness or injury.
- 8.4 Charges for arranging reservations of accommodations.

Except as listed above, the authorizations or approvals required by these regulations must be specifically stated in agency regulations, travel orders or reimbursement vouchers. Such authorization or approvals include:

- 1.5 Authority for travel.
- 2.3b Travel required to places where meals are obtained.
- 2.3d Taxicab fares between residence and office on day travel is performed.
- 2.3e Taxicab fare between residence and office in cases of necessity.
- 3.1a Taxicab for local travel.
- 3.2a Rental of automobile or special conveyance.

Sec. 11.6

51

- 3.2d Hire of a conveyance from another employee or member of employee's family.
- 3.3a Use of accommodations superior to lowest first-class.
- 3.4a Use of extra fare planes and trains.
- 3.4c Use of higher cost service when lower cost service is available on same mode of transportation.
- 3.6b(3) Use of foreign airplanes.
- 4.1a Use of a privately owned conveyance when advantageous to the Government.
- 4.1a Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government.
- 4.1a Use of a privately owned vehicle when use of a Government-owned vehicle would be most advantageous to the Government.
- 6.3c Exception from the lodgings-plus method of setting per diem.
- 6.4b(3) Additional per diem when travel en route is 6 hours or more.
- 7.1 Reimbursement of actual subsistence expense.
- 7.2 Maximum daily reimbursement.
- 9.1a Miscellaneous expenses.
- 9.1b Hire of a room.
- 9.1c Fees relating to travel outside continental United States.
- 9.3 Payment of account when agency billed directly.
- 11.3d(2) Waiver of requirements for receipts.

- 11.5a(1) Waiver of itemization for local telephone calls; local metropolitan streetcar, bus and subway fares; and on-street parking meter fees.

11.7 Suspension of charges. Items in travel vouchers not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental travel voucher. Full itemization will be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.